| Subject: Renewing an EMT Certification | Number: 650-58 |
|--|----------------|
| Effective Date: 11/30/2017             |                |

#### PURPOSE:

To provide instructions on the process to renew the EMT certification.

### **REGULATION GUIDANCE:**

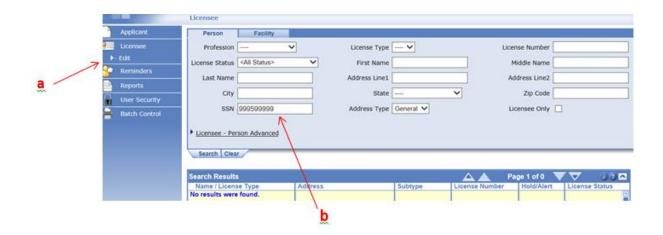
According to Section 100344 of Chapter 10, a certifying entity is required to enter recertification into the Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the recertification requirements.

### REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: EMT Recertification Requirements, Section 100080
- EMT Certification Requirements and Fees chart
- Skills Competency Verification Form, EMSA SCV (01-17)
- EMT Eligibility, Recertification and Expiration Cycles chart

### PROCEDURE:

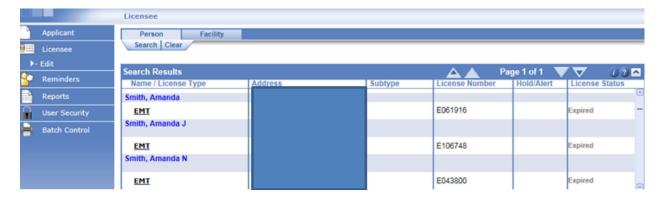
1. In the left column of the Central Registry under Licensee, click >Edit (a) and enter the SSN (b) for the person record/certification that you wish to search and renew. You may also search by last name or E#.



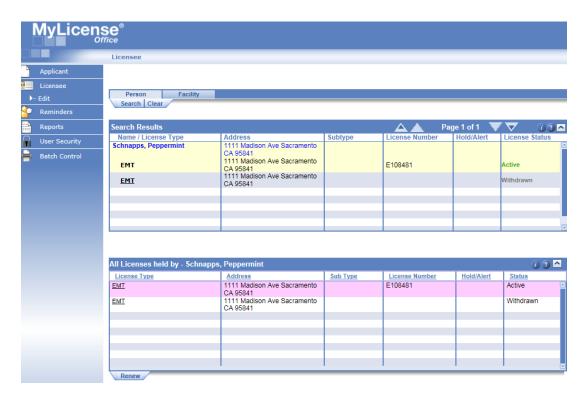
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2. If you search by last name only, you may find multiple EMT records and will need to know the full name and SSN to confirm the correct record. When you find the correct person record that you are planning to renew, click on the (underlined) <u>EMT</u>. Below is an example of EMT records with the same name:



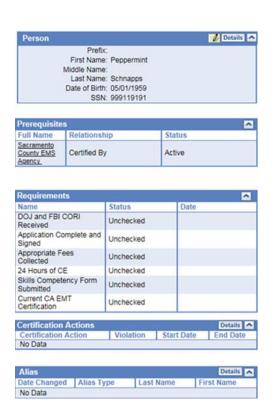
3. Once you click on the underlined EMT, this will take you to the individual's record as shown in the two screenshots below.



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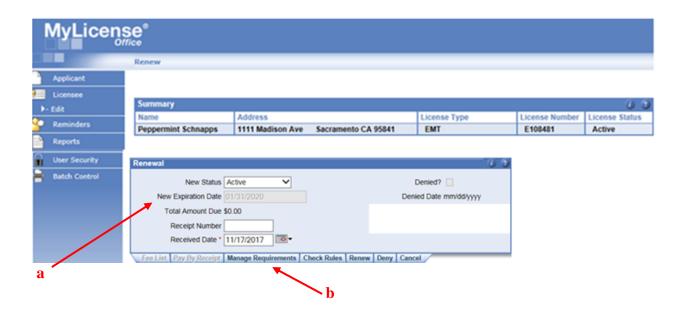
4. Below the Search Results mini-panel, click on the "renew" tab (a). If you do not see a Renew tab, send a helpdesk request to <a href="mailto:mlohelpdesk@emsa.ca.gov">mlohelpdesk@emsa.ca.gov</a> with the E#, name and request. MLO generates renew tabs one year into the current cycle. EMSA staff can generate Renew tabs early if needed.



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5. Once you click the Renew tab, this is the Renewal screen you will see:

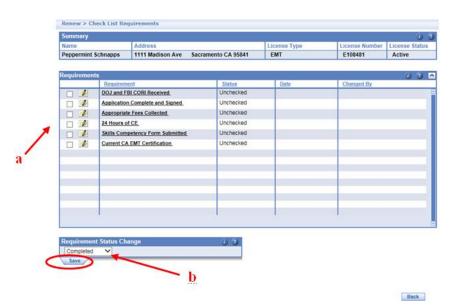


### On this page:

- Leave "New Status" as active.
- The new expiration date (a) will auto populate based upon the current cycle. If the EMT is renewing greater than 6 months from their current expiration, the dates will need to be changed by EMSA staff. Send a helpdesk request to <a href="mailto:mlohelpdesk@emsa.ca.gov">mlohelpdesk@emsa.ca.gov</a> with the EMT #, name and request once you have completed the renewal. See step number 11 for an example.
- Leave "Receipt Number" blank.
- Do not check the Denied box to the right.
- Click the "Manage Requirements" tab (b) on the renewal mini-panel.

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6. Once the Manage Requirements button is clicked, this is the next screen you will see:

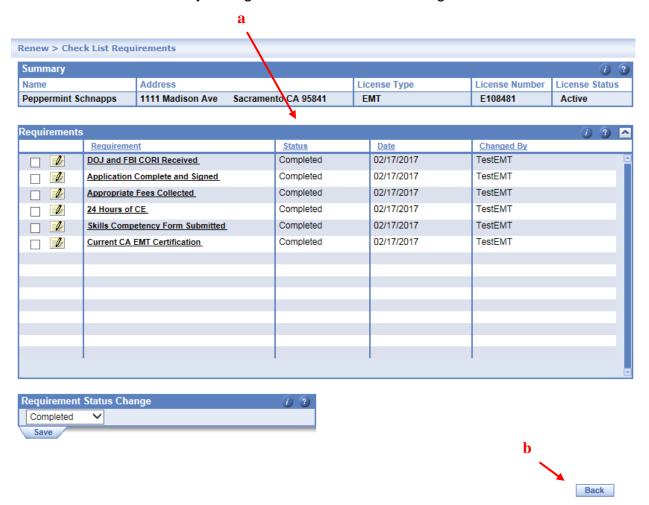


- 7. Check off all the boxes in the requirements checklist for renewal (a), as each requirement must be complete prior to processing the renewal:
  - DOJ and FBI CORI Received If the live scan is still current with your certifying entity or you obtained a new live scan due to the EMT changing certifying entities to your agency, check this box.
  - Application Complete and Signed When the EMT submits a completed application, you will check the box.
  - Appropriate Fees Collected This box should be checked if your agency collected the correct fee as found on the EMT Certification Requirements and Fees chart.
  - 24 Hours of CE If the person has completed the required hours of CE, check that box.
  - Skills Competency Form Submitted If the person has completed the skills competency verification form, check that box,
  - Current CA EMT Certification If you verified that the EMT has an active, current CA EMT certification, check this box.

If any requirements above were not met, the renewal should not be processed until all requirements ARE met. Lastly, in the "requirements status change" mini-panel at the bottom of the screen, make sure the drop-down is on "completed" (b) and then click the "save" tab.

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8. Once you click the SAVE tab in the Requirements mini panel, the screen will refresh and you will see the status shows "completed" (a) for all requirements, it will be dated and your login will be reflected in the right hand column.

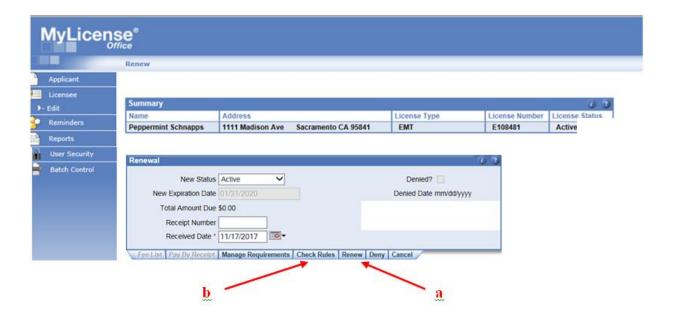


Now, click the "Back" button (b) on the bottom right-hand side of the screen.

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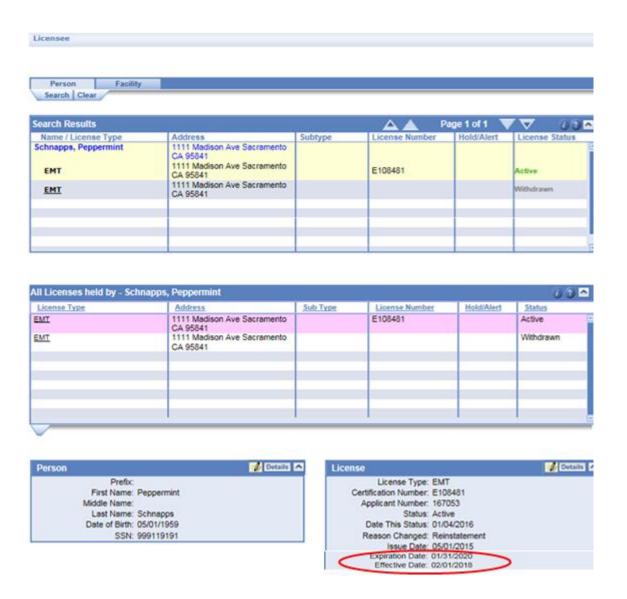
9. The Renewal screen will appear again. Click the RENEW tab (a):



If any requirements were not met OR the background check has missing information, an error code may appear or you may be asked to check for missing requirements. You can choose the "Check Rules" tab (b) to see what might be missing and then make the correction.

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10. Once the record has been renewed, you will be returned to the Search Results screen and the updated EMT record as shown below.

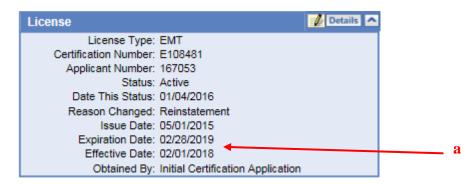


Verify that the Expiration and Effective dates are accurate prior to printing the EMT card. Reminder: the effective date may be incorrect due to early renewal as the system auto populates for the current cycle. You will need to send a helpdesk request to have the dates adjusted.

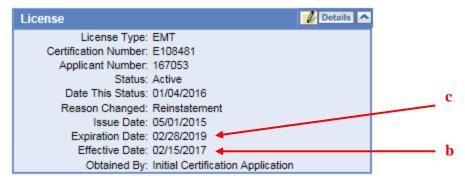
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11. In the example below, the renewal was processed on 2/15/2017.

- The effective and expiration dates (a) auto populated to the same cycle in MLO for a renewal that was done GREATER THAN 6 months from the EMT's current expiration of 1/31/18.
- If the EMT had renewed WITHIN 6 months of his current expiration, these dates would remain correct and he would have stayed on the same cycle.
- Regulations specify that for a renewal done greater than 6 months:
  - o The effective date is the day the certificate is issued (b).
  - The certification will expire the last day of the month two (2) years from the effective date (c).



### Here is the corrected version:



At this point, the record has been sent to your "Batch Control/ Current" area (on the left hand side of the page and the card is ready to be printed). Make sure you choose the option "EMT Renewal Card" to find the name of the EMT whose card you need to print. If EMSA prints your EMT cards, those will be sent to the address documented in the License mini panel, unless otherwise specified.

The renewal has been completely processed.